



Head of Inclusion, Safeguarding & Wellbeing

The Good Shepherd Trust



Candidate Information Pack
September 2022



A MESSAGE FROM THE GOOD SHEPHERD TRUST

Dear Applicant,

Thank you for your interest in this exciting new opportunity to apply for the role of Head of Inclusion, Safeguarding & Wellbeing at [The Good Shepherd Trust](#). We are seeking a skilful, visionary leader to join our vibrant, successful and growing multi-academy trust. Someone with a sense of passion and drive, who will enable The Trust to continue to transform children's lives.

The [Trust's vision](#) is for all schools to be highly successful, inspirational places to learn, which enhance the life opportunities for every child that they serve. Our schools are places that are safe, where pupils reach their full potential, where positive memories are made and where children, parents, staff and the community take pride in their school. This means that we are fully committed to establishing academies, which educate the whole child for life in all its fullness, within the heart of their local community.

As a Trust, we believe in creating an effective climate for learning by enabling children to know that they are uniquely valued. We strive to provide a secure environment in which they can learn and have created a framework of values that will support them through their education. We offer children, whatever their faith or background, the opportunity to grapple with life's 'big questions' whilst modelling a Christian community life where *all* have a place and are encouraged to contribute.

We acknowledge that high expectations raise aspirations of pupils and their communities and believe that the professional development of staff and school leaders is central to this. Each school offers a bespoke, rich curriculum and an inspiring learning environment, which is relevant to our learners. This is alongside unique learning experiences that stimulate, challenge and inspire.

We strive to build strong and effective partnerships with parents and the local and wider community because the engagement of parents/carers is vital to children's educational achievements. Church schools are rooted in the local parish and wider church networks, which provide practical and prayerful support for their schools. The Trust values that children's personal development grows through membership of a community and enables them to become contributing citizens.

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are always open to discussing flexible working options

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.

We look forward to hearing from you and receiving your application.

Paul Kennedy
Chief Executive Officer



THE ROLE

Head of Inclusion, Safeguarding and Wellbeing

Reporting to: Director of Education

Salary: £52,959 - £59,119 (GST Salary Band K) + Teacher's Pension Scheme. A higher salary may be available for an exceptional candidate or as the role develops.

Full time or part time - We value and respect difference and are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. Some roles lend themselves to flexible options more than others, so if this is important to you please state this in your application as we are open to discussing agile working opportunities during the hiring process which could include job share or opportunities for part time working by splitting the key responsibilities of this role.

Closing date for applications: 5pm Friday 30th September 2022 (please specify in your application if you are applying on a full-time or part-time basis and if part-time your preferred contracted hours)

Job purpose

To provide direction, accountability, challenge and support on all matters pertaining to Inclusion, Safeguarding and Wellbeing.

Lead and direct a joined-up approach across all central service areas/provision (behaviour, attendance, safeguarding, curriculum) to deliver the highest levels of inclusion, attainment, achievement and attendance for all young people with particular needs e.g. SEND, EAL, LAC.

Line Manager

- Director of Education

Key relationships

- Chief Operating Officer
- Chief Executive Officer
- Directors of Education
- Headteachers
- School based DSLs
- School Based SENCOs
- Head of HR
- External stakeholders include Local Authorities including LADOs, other statutory authorities, voluntary sector agencies, OFSTED

Key responsibilities

Inclusion

- Establish and lead GST SEND/inclusion network – assess strengths and implement initiatives for schools to support each other and enhance practice.
- Create and implement a Trust wide development and training plan: QFT for SEND & vulnerable groups
- Develop a team of expert staff with Inclusion specialisms across the Trust eg. ASD, SEMH, OT, Behaviour
- Act as a representative for the Trust with Local Authorities on matters related to Inclusion and SEND



- Provide assurance that all Trust schools, headteachers and staff are fulfilling statutory duties with regard to the SEND Code of Practice (2015) and Equality Act (2010)
- Support the effective deployment of support staff and other Inclusion professionals across Trust schools
- Develop policies, processes and systems that enable and encourage collaboration between staff within and across Trust schools e.g by sharing examples of how to adapt lessons, make reasonable adjustments and implement structured academic or behavioural interventions that are well-matched to pupils' needs, so that all vulnerable pupils can experience success.
- Enable all trust schools to have access to specialist support when teaching children with special educational needs and disabilities.
- Support all GST schools to provide the appropriate support to meet individual needs without creating unnecessary workload, including by:
 - Advising on schools' access to, and implementation of, well designed curricula, textbooks and other resources.
 - Encouraging school leaders and senior trust teams to use evidence-informed approaches for intervention with individuals and groups
 - Advising school leaders on how to support staff to maintain high expectations for all groups, and ensuring all pupils have access to a rich curriculum.
 - Monitoring grouping practices across the trust to ensure that interventions are effective
- Lead on the development of Trust-wide pupil premium policies as appropriate.

Safeguarding

- Responsible for ensuring that an effective and robust safeguarding service is provided.
- Provide professional advice and support on safeguarding matters to staff and volunteers, as well as liaising and meeting with external bodies, and occasionally delivering training.
- Work with both internal and external stakeholders and take the lead on projects
- Prepare and develop policies, procedures and good practice guidelines and provide advice and support on safeguarding matters at both school and Trust level.
- Monitor changes in relevant legislation and ensure that the Trust policy reflects these changes.
- Assure compliance with statutory safeguarding and child protection requirements across the Trust by developing and monitoring the effective implementation of relevant policies. Provide advice and establish (with schools and LGBs) effective action plans to improve performance and track their implementation.
- Coordinate Prevent duty procedures and assess staff training needs.
- Work with local Prevent coordinators, the police, local authorities and multi-agency forums. Ensure effective processes and procedures are in place across the Trust
- Be the safeguarding expert within the Trust and the first point of contact when issues arise, able to advise senior leaders; provide support and supervision to Designated Safeguarding Leads in all schools and establish networks to collaborate and share best practice.
- Audit safeguarding mechanisms within schools and develop training and support across the Trust to improve safeguarding and improvements required for vulnerable groups; Identify and spread best practice in safeguarding.
- Advise on the use of relevant ICT software to enhance our safeguarding practice, keeping up to date with developments; ensure all such software is used effectively, with full compliance and awareness of GDPR and other regulatory requirements
- Monitor safeguarding data and provide analysis to the CEO and Trustees; ensure Trust and school level action points are effectively followed up
- Provide leadership in establishing and developing strategic partnerships with other organisations to increase the capacity of the Trust to excel in its objectives for children and young people
- Be a well-recognised focus point freely accessible to all Trust staff seeking guidance on questions connected with the Trust's safeguarding arrangements and their implementation



- Be a key point of liaison with social care, LADO; a point of advice and escalation for schools; be key point of contact for safeguarding investigations, liaise with relevant agencies and report to appropriate authorities
- Enable all Trust schools to get support from Early Help and social care services where needed
- To take part in as appropriate, coordinate, cascade and evaluate quality assurance work in schools with regard safeguarding
- To lead/support schools in their work with families, accessing resources, to help increase their involvement in the education and welfare of their children
- Provide guidance on allegations against staff
- Be key focus for: contact with relevant Local Safeguarding Children Boards (LSCBs) • Local Safeguarding Children Board (LSCB) protocols and procedures
- Receive and review Serious Case Review reports from relevant LSCBs and demonstrate how learning informs behaviour and policy
- Review and update policy suite for the Trust that collectively defines the child safeguarding strategy
- Implementation of new procedures to ensure the best possible safeguarding arrangements are in place
- Implementation of governance overview and scrutiny of procedure implementation

Wellbeing

- Ensure the Trust has a cohesive Wellbeing Strategy for young people with clearly identified success criteria which are monitored for impact
- Ensure all schools can identify children in need of mental health support & have articulated plans to meet needs
- Develop classroom staff training programme and common language offer to support working with students in need of support
- Support schools in access to mental health training and support
- Lead mental health lead training programme
- To support the rollout and development of the Trust Staff Wellbeing Strategy

Experience and Qualifications

- A degree and/or professional qualification relevant to the role and/or equivalent learning through professional experience
- Demonstrable experience of senior leadership in education
- Evidence of working as a Designated Safeguarding Lead
- Evidence of working within the field of Equalities and Inclusion at a senior level

Confidentiality

Ensure that confidentiality is maintained at all times in line with agreed policies and protocols, both inside the Trust and in GST schools.

Equality

Ensure that the GST actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful and engaged citizens. Actively challenge and address discrimination.

Safeguarding

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. All appointments are made subject to an enhanced DBS clearance (Disclosure and Barring Service), satisfactory references and qualification checks. The Head of Inclusion, Safeguarding and Wellbeing will be required to safeguard and promote the welfare of children and young people, and follow Trust policies and the staff code of conduct.



Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. These can be refined and developed in conjunction with the successful candidate.

About The Good Shepherd Trust

[The Good Shepherd Trust](#) is a multi-academy Trust within the Diocese of Guildford. We currently have 16 schools, 15 primary (7 sponsored academies and 8 converter academies) and 1 converter secondary school. The Trust has recently implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust. The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an [employer of choice](#).

We are guided by our principles and it is these, along with our vision and values that create the culture of how we work together:

Transforming Schools - Transforming Lives In the name of Jesus, the Good Shepherd

Jesus the Good Shepherd embodies values, which guide our work and relationships, including: **Trust, Love, Courage, Respect, and Integrity**

Our values are lived out by all our people in every aspect of our work, including our behaviours, policies and decision-making.



Educationally our [consolidated outcomes](#) (for schools that meet the 3-year criteria for inclusion) across the Trust are in line with national average for MAT's and within the Trust community are demonstrated in outstanding, good and improving schools.

The [Trustees](#) are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to [Local Committees](#) (LC's).

The Trust has an active central team, [based in Guildford](#), who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more. There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

How to Apply:

Please complete your application form on <https://www.mynewterm.com/>

Questions:

We welcome questions from prospective candidates. If you would like to arrange an initial conversation with the Education Director please email HR@goodshepherdtrust.org.uk

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